LOGAN COUNTY LIBRARIES LOGAN COUNTY Regular Audit For the Years Ended December 31, 2012 and 2011

Perry & AssociatesCertified Public Accountants, A.C.



Board of Trustees Logan County Libraries 220 North Main Street Bellefontaine, Ohio 43311

We have reviewed the *Independent Auditor's Report* of the Logan County Libraries, Logan County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2011 through December 31, 2012. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Logan County Libraries is responsible for compliance with these laws and regulations.

Dave Yost Auditor of State

August 13, 2013



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Perry & Associates

Certified Public Accountants, A.C. www.perrycpas.com

MARIETTA 428 Second Street Marietta, OH 45750 (740) 373-0056 (740) 373-2402 Fax <u>PARKERSBURG</u> 1035 Murdoch Avenue Parkersburg, WV 26101 (304) 422-2203 (304) 428-5587 Fax ST. CLAIRSVILLE 121 E. Main Street St. Clairsville, OH 43950 (740) 695-1569 (740) 695-5775 Fax

INDEPENDENT AUDITOR'S REPORT

June 24, 2013

Logan County Libraries Logan County 220 North Main Street Bellefontaine, Ohio 43311

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements and related notes of **Logan County Libraries**, Logan County, (the Library) as of and for the years ended December 31, 2012 and 2011.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fair presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the Library's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1B of the financial statements, the Library prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03, which is an accounting basis other than accounting principles generally accepted in the United States of America, to satisfy requirements.

Logan County Libraries Logan County Independent Auditor's Report Page 2

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles (Continued)

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1B and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Library as of December 31, 2012 and 2011, or changes in financial position thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the combined cash balances of Logan County Library, Logan County, as of December 31, 2012 and 2011, and its combined cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 permits, described in Note 1B.

Emphasis of Matter

As discussed in Note 1F to the financial statements, during 2011 the Library adopted new accounting guidance in Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated June 24, 2013, on our consideration of the Library's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Library's internal control over financial reporting and compliance.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

Kerry Marocutes CAS A. C.

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND CHANGES IN FUND CASH BALANCES (CASH BASIS) ALL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2012

	1				
	General	All Fund Types Capital Projects	Private Purpose Trust Funds	Totals (Memorandum Only)	
Cash Receipts:					
Library and Local Government Support	\$ 1,126,594	\$ -	\$ -	\$ 1,126,594	
Intergovernmental	27,528	=	-	27,528	
Patron Fines and Fees	15,600	-	-	15,600	
Contributions, Gifts and Donations	3,744	3,890	-	7,634	
Earnings on Investments	172	4,561	403	5,136	
Miscellaneous	17,543			17,543	
Total Cash Receipts	1,191,181	8,451	403	1,200,035	
Cash Disbursements: Current:					
Salaries	626,501	-	-	626,501	
Employee Fringe Benefits	265,071	-	-	265,071	
Purchased and Contractual Services	165,016	40,439	-	205,455	
Library Materials and Information	132,079	-	-	132,079	
Supplies	34,300	-	-	34,300	
Recipient Payout	11.524	-	500	500	
Other	11,534	70,839	-	11,534	
Capital Outlay	26,818	70,839		97,657	
Total Cash Disbursements	1,261,319	111,278	500	1,373,097	
Total Receipts (Under) Disbursements	(70,138)	(102,827)	(97)	(173,062)	
Fund Cash Balances, January 1	299,138	1,244,903	80,234	1,624,275	
Fund Cash Balances, December 31					
Restricted	6,574	1,142,076	80,137	1,228,787	
Unassigned	222,426		-	222,426	
Chassigned	222,420			222,720	
Fund Cash Balances, December 31	\$ 229,000	\$ 1,142,076	\$ 80,137	\$ 1,451,213	

COMBINED STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND CHANGES IN FUND BALANCES (CASH BASIS) ALL FUND TYPES FOR THE YEAR ENDED DECEMBER 31, 2011

	General	All Fund Types Capital Projects	Private Purpose Trust Funds	Totals (Memorandum Only)	
Cash Receipts:					
Library and Local Government Support	\$ 1,194,198	\$ -	\$ -	\$ 1,194,198	
Intergovernmental	19,909	-	-	19,909	
Patron Fines and Fees	17,942	-	-	17,942	
Contributions, Gifts and Donations	21,866	-	-	21,866	
Earnings on Investments	167	5,482	405	6,054	
Miscellaneous	27,341			27,341	
Total Cash Receipts	1,281,423	5,482	405	1,287,310	
Cash Disbursements:					
Current:					
Salaries	642,070	-	-	642,070	
Employee Fringe Benefits	260,485	-	-	260,485	
Purchased and Contractual Services	168,821	27,842	-	196,663	
Library Materials and Information	130,247	-	-	130,247	
Supplies	27,172	-	-	27,172	
Recipient Payout	=	=	1,700	1,700	
Other	20,671	-	-	20,671	
Capital Outlay	27,646	31,034		58,680	
Total Cash Disbursements	1,277,112	58,876	1,700	1,337,688	
Total Receipts Over/(Under) Disbursements	4,311	(53,394)	(1,295)	(50,378)	
Fund Cash Balances, January 1 (Restated - See Note 2)	294,827	1,298,297	81,529	1,674,653	
Fund Cash Balances, December 31					
Restricted	8,434	1,244,903	80,234	1,333,571	
Unassigned	290,704	1,244,303	-	290,704	
<u> </u>	,	\$ 1 244 002	¢ 90.224		
Fund Cash Balances, December 31	\$ 299.138	\$ 1.244.903	\$ 80.234	\$ 1.624.275	

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Logan County Libraries, Logan County, (the Library) as a body corporate and politic. The Logan County Board of County Commissioners and the Logan County Court of Common Pleas appoint a seven-member Board of Trustees to govern the Library. The Library provides the community with various educational and literary resources.

The Library's management believes these financial statements present all activities for which the Library is financially accountable.

B. Accounting Basis

These financial statements follow the accounting basis the Auditor of State prescribes or permits. This basis is similar to the cash receipts and disbursements accounting basis. The Library recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the Auditor of State prescribes or permits.

C. Deposits and Investments

The Library's accounting basis includes investments as assets. This basis does not record disbursements for investment purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The Library values certificates of deposit at cost.

D. Fund Accounting

The Library uses fund accounting to segregate cash and investments that are restricted as to use. The Library classifies its funds into the following types:

1. General Fund

The General Fund reports all financial resources except those required to be accounted for in another fund.

2. Capital Project Funds

These funds account for receipts restricted to acquiring or constructing major capital projects (except those financed through enterprise or trust funds). The Library had the following significant capital project fund:

<u>Capital Projects Fund</u> – This fund receives interest earned on fund balances and donations and is used for building construction and repair.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011 (CONTINUED)

1. SUMMARY OF SIGNIFICANTACCOUNTING POLICIES (CONTINUED)

3. Private-Purpose Trust Funds

Private-purpose trust funds account for assets held under a trust agreement for individuals, private organizations, or other governments which are not available to support the Library's own programs.

The Library's private purpose trust fund is for the benefit of graduating high school students.

E. Budgetary Process

The Board must annually approve appropriation measures and subsequent amendments. Appropriations lapse at year end. Budgetary expenditures that is, disbursements and encumbrances may not exceed appropriations at the fund, function, and object level of control.

A summary of 2012 and 2011 budgetary activity appears in Note 4.

F. Fund Balance

In 2011 the Library adopted Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which had no effect on fund balances. Fund balance is divided into five classifications based primarily on the extent to which the Library must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Nonspendable

The Library classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or is imposed by law through constitutional provisions.

3. Committed

Trustees can *commit* amounts via formal action (resolution). The Library must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by Library Trustees or a Library official delegated that authority by resolution, or by State Statute.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011 (CONTINUED)

F. Fund Balance (Continued)

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The Library applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

G. Property, Plant, and Equipment

The Library records disbursements for acquisitions of property, plant, and equipment when paid. The accompanying financial statements do not report these items as assets.

H. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. The financial statements do not include a liability for unpaid leave.

2. CHANGE IN ACCOUNTING PRINCIPLE AND RESTATEMENT OF NET ASSETS/FUND EQUITY

For fiscal year 2011, the Library reclassified certain funds as required by the revised fund classification guidance in Governmental Accounting Standard Board (GASB) Statement No. 54. Implementing GASB Statement No. 54 had the following effect on fund balances previously reported:

Fund	l Balance at nber 31, 2010	GASB 54 Change in Fund Structure	Adjusted Fund Balance at December 31, 2010		
General	\$ 280,613	14,214	\$	294,827	
Special Revenue	\$ 14,214	(14,214)	\$	-	

3. EQUITY IN POOLED DEPOSITS

The Library maintains a deposit pool all funds use. The Ohio Revised Code prescribes allowable deposits. The carrying amount of deposits at December 31 was as follows:

	2012	2011
Demand deposits	\$ 988,083	\$ 1,001,750
Other time deposits (savings accounts)	 463,130	 622,525
Total deposits	\$ 1,451,213	\$ 1,624,275

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011 (CONTINUED)

3. EQUITY IN POOLED DEPOSITS (CONTINUED)

Deposits: Deposits are insured by the Federal Depository Insurance Corporation; or collateralized by the financial institution's public entity deposit pool.

4. **BUDGETARY ACTIVITY**

Budgetary activity for the years ending December 31, 2012 and 2011 follows:

2012 Budgeted vs. Actual Receipts

	Budgeted	Actual		
Fund Type	Receipts	 Receipts	\	/ariance
General	\$ 1,273,223	\$ 1,191,181	\$	(82,042)
Capital Projects	5,482	8,451		2,969
Private Purpose Trust	405	 403		(2)
Total	\$ 1,279,110	\$ 1,200,035	\$	(79,075)

2012 Budgeted vs. Actual Budgetary Basis Expenditures

	Aı	propriation	I	Budgetary	
Fund Type		Authority	E	kpenditures	 Variance
General	\$	1,490,862	\$	1,261,319	\$ 229,543
Capital Projects		1,248,903		111,278	1,137,625
Private Purpose Trust		80,534		500	80,034
Total	\$	2,820,299	\$	1,373,097	\$ 1,447,202

2011 Budgeted vs. Actual Receipts

2011 2 4 4 5 1 1 1 1 1 4 4 1 1 1 1 1 1 1 1 1 1						
]	Budgeted		Actual		_
Fund Type	Receipts		Receipts		Variance	
General	\$	1,290,662	\$	1,281,423	\$	(9,239)
Capital Projects		4,000		5,482		1,482
Private Purpose Trust		500		405		(95)
Total	\$	1,295,162	\$	1,287,310	\$	(7,852)

2011 Budgeted vs. Actual Budgetary Basis Expenditures

	Ap	propriation	E	Budgetary	_
Fund Type		Authority	Ex	penditures	 Variance
General	\$	1,576,435	\$	1,277,112	\$ 299,323
Capital Projects		1,302,297		58,876	1,243,421
Private Purpose Trust		82,029		1,700	80,329
Total	\$	2,960,761	\$	1,337,688	\$ 1,623,073

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011 (CONTINUED)

5. GRANTS-IN-AID AND TAX RECEIPTS

The primary source of revenue for Ohio public libraries is the Public Library Fund (PLF). The State allocates PLF to each county based on the total tax revenue credited to the State's general revenue fund during the preceding month. The County Budget Commission bases the amount for distribution on the needs of such library for the construction of new library buildings, parts of buildings, improvements, operation, maintenance, or other expenses. The County Budget Commission cannot reduce its allocation of these funds to the Library based on any additional revenues the Library receives.

6. RETIREMENT SYSTEMS

The Library's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multiple-employer plan. The Ohio Revised Code prescribes this plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2012 and 2011, OPERS members contributed 10%, of their gross salaries and the Library contributed an amount equaling 14%, of participants' gross salaries. The Library has paid all contributions required through December 31, 2012.

7. RISK POOL MEMBERSHIP

The Library belongs to the Ohio Plan Healthcare Consortium, Inc. (OPHC) - formerly known as the Ohio Healthcare Consortium, (the "Plan"), a non-assessable, unincorporated non-profit association providing a formalized, jointly administered self-insurance risk management program and other administrative services to Ohio governments ("Members"). The Plan is legally separate from its member governments.

As authorized by Section 9.833 of the Ohio Revised Code, the OPHC was established to provide cost effective employee benefit programs for Ohio political sub-divisions and is a self-funded, group purchasing consortium that offers medical, dental, vision and prescription drug coverage as well as life insurance for its members. The OPHC is sold through seventeen appointed independent agents in the State of Ohio. Coverage programs are developed specific to each member's healthcare needs and the related premiums for coverage are determined through the application of uniform underwriting criteria. Variable plan options are available to members. These plans vary primarily by deductibles, coinsurance levels, office visit co-pays and out-of pocket maximums. OPHC had 74 and 65 members as of December 31, 2011 and 2010 respectively.

Plan members are responsible to notify the Plan of their intent to renew coverage by their renewal date. If a member chooses not to renew with the Plan, they have no other financial obligation to the Plan, but still need to promptly notify the Plan of any potential claims occurring during their membership period. The former member's covered claims, which occurred during their membership period, remain the responsibility of the Plan.

Settlement amounts did not exceed insurance coverage for the past three fiscal years.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011 (CONTINUED)

7. RISK POOL MEMBERSHIP (Continued)

The Pool's audited financial statements conform with generally accepted accounting principles, and reported the following assets, liabilities and retained earnings at December 31: 2011 and 2010 (the latest information available).

	2011	2010
Assets	\$1,459,791	\$1,355,131
Liabilities	(1,283,527)	(1,055,096)
Members' Equity	\$176,264	\$300,035

You can read the complete audited financial statements for OPHC at the Plan's website, www.ohioplan.org.

8. RISK MANAGEMENT

Commercial Insurance

The Library has obtained commercial insurance for the following risks:

- Comprehensive property and general liability; and
- Errors and omissions.

9. OPERATING LEASE

In August 2011 the Library entered into an operating lease for two copiers. The lease is for five years with annual payments of \$13,064 ending in August, 2016.

10. SUBSEQUENT EVENTS

The Library has evaluated events subsequent to the date of the basic financial statements through the date of this report, the date the financial statements were available to be issued. No events have occurred subsequent to the statement of financial date through date of this report that would require adjustment or disclosure in the financial statements.

Perry & Associates

Certified Public Accountants, A.C. www.perrycpas.com

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS REQUIRED BY GOVERNMENT AUDITING STANDARDS

June 24, 2013

Logan County Libraries Logan County 220 North Main Street Bellefontaine, Ohio 43311

To the Board of Trustees:

We have audited, in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of **Logan County Libraries**, Logan County, (the Library) as of and for the years ended December 31, 2012 and 2011, and the related notes to the financial statements and have issued our report thereon dated June 24, 2013, wherein we noted the Library followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 permits, described in Note 1, and the Library implemented Governmental Accounting Standards Board Statement No. 54.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinions on the financial statements, but not to the extent necessary to opine on the effectiveness of the Library's internal control. Accordingly, we have not opined on it.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the Library's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all internal control deficiencies that might be material weaknesses or significant deficiencies. Given these limitations, we did not identify any deficiencies in internal control that we consider material weaknesses. However, unidentified material weaknesses may exist.

Logan County Libraries
Logan County
Independent Auditor's Report on Internal Control over
Financial Reporting and on Compliance and Other Matters
Required by *Government Auditing Standards*Page 2

Compliance and Other Matters

As part of reasonably assuring whether the Library's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must report under *Government Auditing Standards*.

We did note a certain matter not requiring inclusion in this report that we reported to the Library's management in a separate letter dated June 24, 2013.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully Submitted,

Perry and Associates

Certified Public Accountants, A.C.

Kerry Marocutes CANS A. C.

SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

Finding Number 2010-001	Finding Summary Annual Financial Statement	Fully Corrected?	Not Corrected, Partially Corrected; Significantly Different Corrective Action Taken; or Finding No Longer Valid; <i>Explain</i>
	Preparation		
2010-002	Bank to Book Cash Reconciliation	Yes	Corrected





LOGAN COUNTY LIBRARIES

LOGAN COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

CLERK OF THE BUREAU

Susan Babbitt

CERTIFIED AUGUST 27, 2013